

Numbered Memo 05-24

Please review the following and send your comments to Jay Blewett at (Jay.Blewett@hq.doe.gov), comments must be received no later than Monday August 15, 2005.

Dear CIO Council members,

Comment requested by Aug. 19, 2005

Attached for your review and comment are two new draft electronic records management (ERM) guidance products:

** Guidance for Evaluating Commercial Off-the-Shelf (COTS) Electronic Records Management (ERM) Applications

** Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure

These drafts are part of the E-Gov E-Records Management Initiative's efforts to assist agencies in implementing effective ERM systems. They were developed by Issue Area 2, Enterprise-wide ERM, of the E-Gov Electronic Records Management (ERM) Initiative under the leadership of the Environmental Protection Agency. Other guidance products in this area were released in FY 2003 and FY 2004. For more information on the ERM Initiative, please see <http://www.archives.gov/records-mgmt/initiatives/erm-overview.html>.

The drafts are also being shared with your agency records officer. We ask that agency CIO and records officer comments be coordinated when responding to NARA. Please provide your comments or concurrence via email to Nancy Allard (nancy.allard@nara.gov) by August 19.

If you have questions, please contact either of the NARA Co-Managers of the Electronic Records Management Initiative, Ms. Allard (email or 301-837-1477) or Mark Giguere (mark.giguere@nara.gov; phone 301-837-1744).

Lewis Bellardo
Deputy Archivist of the United States